



Job Title	Minibus Driver
Responsible To	Senior Management
Salary	£8.21 - £9.10 dependant on experience
Hours	10 hours per week (term time) 2:30pm – 4:30pm Flexibility required and additional hours available during school holidays

Job Summary

The Minibus Driver will be responsible for transporting children and young adults to and from Unique Kidz and Co along with supporting the Transport and Maintenance Supervisor for the upkeep of the charities minibuses.

Job Description

- To work under the direction of the Senior Management Team
- To safely transport children and young adults to and from the centre ensuring that relevant training is being applied at all times
- To work alongside the Transport and Maintenance Supervisor with regards to the safety and management of the charity's minibuses
- To carry out any necessary vehicle checks
- To ensure that the minibuses are kept to a high standard of cleanliness
- To follow set minibus plans and route plans to ensure the safety of all passengers
- To safeguard the confidentiality of all service user information and records
- To work to the charity's Policies and Procedures at all times
- Such other duties or responsibilities as may reasonably be required

This job description will be reviewed regularly in light of changing service requirements and any such changes will be discussed with the post holder.

Due to the restrictions of our current insurance, the post holder must be over the age of 21.

Person Specification: Minibus Driver

Requirement	Essential	Desirable	How Assessed
Qualifications	<ul style="list-style-type: none"> • Level 1 and 2 Safeguarding Children and Young People or the willingness to attend training • Full UK Driving Licence including D1 	<ul style="list-style-type: none"> • Training in First Aid, MiDAS, Moving and Handling 	Application Form
Experience & Knowledge	<ul style="list-style-type: none"> • Knowledge of good practice • Knowledge and understanding of Risk Assessments and Health and Safety • Experience of working in a team 	<ul style="list-style-type: none"> • Knowledge and understanding of children with disabilities • Experience of driving minibuses 	Application Form / Interview
Skills & Abilities	<ul style="list-style-type: none"> • Excellent communication, interpersonal and writing skills 	<ul style="list-style-type: none"> • Specialist skills and interests that would be of benefit to Unique Kidz and Co 	Application Form / Interview
Personal Attributes	<ul style="list-style-type: none"> • Friendly, positive and professional manner • Enthusiasm • Team player 	<ul style="list-style-type: none"> • Commitment to undertaking relevant training and development 	Interview
Other	<ul style="list-style-type: none"> • Evident passion for the charity and excellence in service provision 	<ul style="list-style-type: none"> • Knowledge of Unique Kidz and Co and the services it provides 	Interview